

Standards Committee

Effective: June 30, 1967

UDOT 08A5-1

Revised: October 30, 2003

Purpose

To establish the procedure and place responsibility for the development, revision, and preparation of standard drawings, specifications, and related policies and procedures, and for their review, approval, printing, and distribution.

Policy

The Standards Committee reviews and approves all standard drawings, specifications, and related policies and procedures prior to implementation. The Committee also considers relevant matters presented to it by interested units or individuals, formulating appropriate action within its scope of responsibility.

The Standards Committee is composed of eight permanent members, with the Project Development Engineer as chairperson and the Standards and Specifications Engineer serving as secretary. Membership, representing the offices, divisions, sections, or units as indicated, are as follows:

Members

Director, Project Development

Region Director (Appointed by the Deputy Director)

Director, Engineering Services

Director, Construction and Materials

Engineer for Materials

Engineer for Maintenance

Engineer for Traffic & Safety

State Bridge Engineer

Advisory Members

Federal Highway Administration (FHWA)

Associated General Contractors

Members should appoint a substitute when the member is unable to attend a meeting. The substitute assumes full authority to bind the represented division to a decision by vote or other action in matters pertaining to the Standards Committee. All positions will be continually filled by qualified individuals.

Temporary advisory members may be selected by the Committee to advise and assist when specialized talents are needed. Advisory members do not have the power to vote. However, FHWA approval is required for all standard drawings, standard specifications, and supplemental specifications, where Federal participation is anticipated.

Robert's Rules of Order will generally be followed, and in matters not provided for or not applicable, the Committee may formulate its own rules of procedure. Five members are required to constitute a quorum. As a matter of rule, items presented at a regularly scheduled meeting can be approved at that meeting if Attachment 1 has been completed in sufficient detail for the Committee to make an approval decision. Items presented at special meetings will be handled on a case-by-case basis.

Meetings are normally scheduled for the last Thursday, every other month, starting at 8:00 a.m., for four hours. The chairman may call or cancel a meeting, depending upon the quantity and urgency of the business at hand. Meetings may also be called by three or more of the permanent members.

The Deputy Director has final approval authority of actions of the Standards Committee.

Changing the membership will be approved by the Deputy Director.

Definitions

Sponsor

An individual or task force (appointed by the Chairman of the Standards Committee) presenting an item to the Standards Committee. The sponsor should be a member of the Standards Committee or be in contact with a Committee member who is familiar with the subject matter contained in the document.

Technical Staff Support

That support provided by the Standards and Specifications Section to the sponsor identifying the need for a new or revised document. Works closely with the sponsor or with a task force in the actual preparation of draft or final documents, including supporting documentation.

That support provided by the Standards and Specifications Section to take actions related to meeting minutes and agenda.

Draft Document

Document prepared for review by the Standards Committee and conforming to specified guidelines.

Final Document

Documents prepared from approved drafts for final review and approval by the Standards Committee and conforming to specified guidelines.

Procedures

Preparation and Approval of Documents by the Standards Committee UDOT 08A5-1.1

Responsibility: Sponsor

Actions

1. Determine need to develop new or revised standard drawings or specifications or the need to present information of interest to the Committee.

Responsibility: Sponsor (with assistance from the Standards & Specifications Section)

2. Prepare draft of new or revised specifications, standard drawings, or general information as specified below.
 - (a) Specifications, Supplemental Specification. In the case of a revised document, prepare the draft in UDOT modified rulemaking format as described in UDOT procedure 05-13.2, step 2, to show where and how changes are being made.
 - (b) Standard Drawing. Prepare the draft.
 - (c) General Information. Prepare the draft in a format suitable for the information.
3. Submit all pertinent information including a completed attachment 1, specifications, or drawings to the Standards & Specifications Section at least fourteen working days before a regularly scheduled Standards Committee meeting. Include electronic files where possible except for standard drawings when the drawing was prepared by the Standards and Specifications Section. (Attachment 1 not required for editorial or minor changes)

Responsibility: Standards & Specifications Section

4. Review related documents and make any changes that may be required as a result of the draft of new or revised standard drawings, specifications, or information.
5. Prepare the agenda in accordance with UDOT procedure 08A5-1.2.
6. Send the entire package to Standards Committee members and sponsors at least ten working days before the meeting in accordance with UDOT procedure 08A5-1.2.

Responsibility: Standards Committee Members

7. Review the agenda with attachments prior to the Committee meeting.

Responsibility: Sponsor/Presenter

8. Present the draft of new or revised standard drawings, specifications, or general information with supporting documentation and explanation to the Standards Committee.

Responsibility: Standards Committee

9. Take one of the following actions:
 - (a) Discuss the standard drawing, specification, or information as presented. Approve the item as presented, or.
 - (b) Discuss the standard drawing, specification, or information as presented. Approve the item with minor changes, or
 - (c) Refer the standard drawing, specification, or information back to the Sponsor so that the Sponsor can make significant changes before bringing the item back to the Committee, or
 - (d) Reject/defer the standard drawing, specification, or information.

Responsibility: Sponsor and Standards & Specifications Section

10. When either step 9 (a) or 9 (b) is taken, prepare the final copy of the standard drawing, specification, or information as required and as specified below.
 - (a) Specifications, Supplemental Specifications. Remove markings made in accordance with the UDOT modified rulemaking format. Place the effective date of the change in the upper right corner of the first page of the specification. The effective date is the approval date (meeting date) unless a future date is approved by the Committee. Make any approved or editorial changes in accordance with Step 12.
 - (b) Standard Drawings. Make any approved or editorial changes in accordance with Step 12. On the final drawing(s), place the approval date in both “Recommended for Approval” and “Approved” date lines. The dates are the date that Standards Committee approves the drawing.
 - (c) General Information. Prepare the final copy in a format suitable for the information. Make any approved or editorial changes in accordance with step 12.

11. When step 9(c) is taken, make the necessary changes and go back through steps 2 through 10.

Responsibility: Sponsor

12. Make the editorial changes to an approved item and send electronic files to the Standards & Specifications Section within ten working days from the date of the meeting. If approved with no changes, check with the Standards Section to make sure they have all needed files.

Responsibility: Standards & Specifications Section

13. For approved standard specifications, supplemental specifications or standard drawings complete step 14 or 15 of UDOT procedure 08A5-1.2.

Preparation of Minutes and Distribution of Minutes and Approved Items UDOT 08A5-1.2

Responsibility: Standards and Specifications Section

Actions

1. Attend Standards Committee meeting and as required, gather information needed to transcribe meeting minutes.
2. Following the meeting, prepare a draft of the minutes for review by the Committee Secretary.

Responsibility: Standards Committee Secretary

3. Review and edit the draft of the meeting minutes.

Responsibility: Standards and Specifications Section

4. Gather information needed to prepare agenda for the next meeting.
5. Make required changes to the meeting minutes.
6. Update the agenda section of the minutes.
7. Update or prepare standard specifications, supplemental specifications and standard drawings.
8. Transmit the cover memo, minutes, and any electronic files except standard drawings by Electronic Mail to all Committee members, sponsors, and visitors at least ten working days prior to the next regularly scheduled meeting.
9. Send a hard copy of cover memo, minutes, standard drawings, and any non-electronic file information to all members and sponsors. Hard copy not required if no standard drawings or non-electronic files.

Responsibility: Standards Committee

10. Approve with or without modifications, the minutes of the previous meeting.
11. Take action on agenda items in accordance with UDOT procedure 08A5-1.1.

Responsibility: Standards and Specifications Section

12. Make any required changes to the meeting minutes.

13. File the minutes as required and update the Folio infobase.
14. Begin the “Checklist for Standard/Supplemental Specification Processing” within fifteen working days from the last Standards Committee meeting.
15. Begin the “Checklist for Standard Drawing Processing” within fifteen working days from the last Standards Committee meeting if there are a least six drawings being published. When fewer than six drawings, it may be necessary to wait until a subsequent meeting so there are at least six drawings to be published. While not economical, fewer than six drawings can be published if there is an urgent need to publish one or more drawings.

Approval By FHWA **UDOT 08A5-1.3**

Responsibility: Standards and Specifications Section

Actions

1. Compile a quarterly packet of all Standards Committee approved standard specifications, supplemental specifications, or standard drawings.
2. Submit the packet as soon as possible after the first working day of each quarter (January, April, July, and October).

Responsibility: FHWA

3. Review and process approval of all submitted packets for use on Federal aid projects.
4. Provide letter of approval to UDOT.

Attachment 1 - Standard Committee Submittal Sheet

Standard Committee Submittal Sheet

Name of preparer: _____
Title/Position of preparer: _____
Specification/Drawing/Item Title: _____
Specification/Drawing Number: _____
Date Process Started: _____ Date Process Completed: _____
Status: ' Approved ' Disapproved ' Sent Back For Review

Enter appropriate priority level:

(See last page for explanation) _____

Sheet not required on editorial or minor changes to standards.

NOTES:

1. All Submittal Sheets must be completed and sent to the Standards and Specifications Section by the Standards Committee suspense date as shown on their web page.
(<http://www.udot.utah.gov/index.php/m=c/tid=303>)
2. The Preparer of the Submittal Sheet or the Standards Committee member (or authorized substitute) responsible for the submittal must be present at the Standards Committee meeting and capable of discussing and answering all questions related to the submittal. The item will be postponed to a later meeting if one of these people is not present.
3. Notify the Standards and Specifications Section immediately of any changes that impact the presentation to include absence of sponsor or delay in presentation.

Complete the following: (Use additional pages as needed.)

A. Why? Detail the reason for changing the Standard (Specification or Drawing), what has initiated a new Standard, or what has caused a new or changed item of interest.

B. How is Measurement and Payment handled? Existing (from the measurement and payment document), modified, or new measurement and payment to be included with all Standard Specifications or Supplemental Specifications.

- C. Stakeholders? From the list provided, document the stakeholders contacted, detailing: the company, name of contact, how contacted (by phone, email, hard copy, or in person), concerns, and comments of the change. Stakeholders:

In-house (for example, preconstruction, materials, construction, safety, design, maintenance) (Include all applicable in-house areas even if not listed above.)

Construction Engineers

Contractors

Suppliers

Consultants (as required)

Others (as appropriate)

D. Costs? (Estimates are acceptable.)

1. Additional costs to average bid item price.

2. Operational (For example, maintenance, materials, equipment, labor, administrative, programming).

3. Life cycle cost.

E. Safety Impacts?

F. History? Address issues relating to the current usage of the item and past reviews, approvals, and/or disapprovals.

Priority Explanation

Enter the appropriate priority in the box on the first page of the document.

- | | |
|------------|---|
| Priority 1 | Upon posting, this impacts all projects in construction and design with a Change Order, Addenda, and immediate change to projects being advertised. |
| Priority 2 | Upon posting, this impacts projects being advertised. |
| Priority 3 | Upon posting, the approved standard takes effect two weeks later for projects being advertised. |